

## **MEMORANDUM**

**DATE:** November 20, 2017

**TO:** Deborah J. Nichols  
Chief Operating Officer

**FROM:** Tina R. Johnson, MPH, RN  
Deputy Commissioner  
Community & Family Health Services

**Tina R Johnson**

Digitally signed by Tina R Johnson  
DN: cn=Tina R Johnson, o=OSDH, ou=CFHS,  
email=tinaj@health.ok.gov, c=US  
Date: 2017.11.27 07:38:58 -0600

**SUBJECT:** Request for Unclassified Position Salary Adjustment – Beth Martin

A request is being made for a salary adjustment for the following employee effective December 10, 2017. The salary adjustment is due to an increase in responsibilities that this employee has been asked to perform as a routine part of their job.

Name: Beth Martin (PIN: 34001995)  
Position: MCH Consultant  
(Child Guidance Program Director)

Current Salary: \$3,097.85 Bi-Weekly  
Proposed Salary: \$3,533.50 Bi-Weekly  
Amount of Increase: \$435.65 = 14.06% Bi-Weekly

### **Justification:**

Based on the recent resignation of Annette Jacobi, Program Director of Family Support and Prevention Services (FSPS), I am proposing a consolidation with the Child Guidance Department. With the new duties and responsibilities, I would like to move Beth from a small to large program director.

Additionally, I am providing the following cost analysis:

- Annual Salary Difference between Large and Small Directors - **\$11,327**
- Projected Cost Savings from Program Director Consolidation - **\$111,380**
  - Based on not refilling FSPS Program Director position
- Projected State Funded Cost Savings based on updated funding - **\$91,785**
  - Beth is currently funded 80% State and 20% Federal
  - Proposed funded would be (65% Federal/35% State):
    - 25% - Federal Maternal Infant Early Childhood Home Visiting (MIECHV) Grant
    - 20% - Federal Abstinence Grant
    - 20% - Federal Community Based Child Abuse Prevention Grant
    - 20% - State Child Guidance Funding
    - 15% - State Children First Funding

### **Additional duties and responsibilities now assigned to this position:**

- Children First Program
- Maternal Infant Early Childhood Home Visiting (MIECHV) Program
- Community Based Child Abuse Program

Your approval of this request would be greatly appreciated.